



# BCSSA

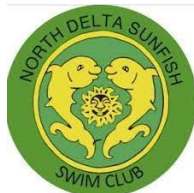
## Fraser South

## Regional

# Championship Swim

# Meet Package

Friday August 4 - Sunday August 6, 2023  
Watermania, Richmond



# Fraser South Regional Championship Swim Meet Package

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## Club Responsibilities

To prepare for an excellent, efficient and well-run swim meet, each Club is responsible for the following assignments. Note there is a table for 'Jobs' and a second table for 'Equipment'. Please make sure that you provide sufficient well-trained people to fill the positions.

### Set-up Friday

<p>Set up marshalling area, pool, deck, sound system</p> <ul style="list-style-type: none"> <li>- Arrive between 10:00am and 10:30pm to begin setup</li> <li>- Please try to identify individuals who are familiar with the responsible area</li> <li>- Marshalling area (WRASA): Benches WRASA</li> <li>- Pop-ups required for pre-marshalling area (Sunfish/WRASA)</li> <li>- Setup tables and chairs around the pool for coaches, lane timers, office, officials and clerk of the course</li> <li>- Ropes and signage for marshalling</li> <li>- Setup speakers inside and outside connect chords to mixer for announcer</li> </ul>	<p><b>CBSC / CLOVERDALE TRITONS</b></p> <p>Benches- WRASA Tents – Sunfish/WRASA Stopwatches – Kigoos Sound System – CBSC (Long &amp; McQuade)</p>
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### Deck Food

<p><b>Food Purchase-</b></p> <ul style="list-style-type: none"> <li>- Plan menu and ingredients and supplies (trays, paper towels, thongs, serving cups, cutting boards, knives, scissors, hand sanitizers, ziplocks/saranwrap, food prep gloves) required</li> <li>- Liaise with potential donors / sponsors</li> <li>- Purchase and deliver food and supplies to venue</li> <li>- Coordinate with other clubs for additional serving tray and if needed food storage (to help deliver on day of event)</li> <li>- Coordinate with other clubs coolers for the event</li> </ul>	<p><b>NORTH DELTA SUNFISH</b></p>
<p><b>Food Serving</b></p> <ul style="list-style-type: none"> <li>- Serve deck food to volunteers, coaches and officials throughout the weekend</li> <li>- Gather food trays, containers, cups etc</li> <li>- Plan a timing shift for food deliveries according to menu items (every 20 minutes?)</li> <li>- Make a volunteer schedule of 3 hour shifts for all 3 days</li> <li>- **Prepare a snack or finger food for coaches after the meet when preparing for provincials</li> </ul>	<p><b>NORTH DELTA SUNFISH – Friday-Sunday</b></p> <p><b>CLOVERDALE TRITONS – additional help</b></p>

### Awards/T-Shirts

<ul style="list-style-type: none"> <li>- Create Design for current years T-shirts and awards and order stock</li> <li>- Order ribbons/awards as needed</li> <li>- Organize T-shirts/ cap distribution for Provincial qualifiers</li> <li>- Label and distribute awards to clubs</li> </ul>	<p><b>RICHMOND KIGOOS / WRASA</b></p>
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### Programs

<ul style="list-style-type: none"> <li>- Use same design on regional shirts for program</li> <li>- Set up tables, chairs, cash box, and float for whole meet</li> <li>- Receive Heat Sheets and other relevant paperwork from entry person, put together meet program and take to printers</li> <li>- Sell meet programs / t-shirts throughout the meet</li> <li>- Staff the sales desk on Friday and Saturday</li> </ul>	<p><b>CLOVERDALE TRITONS</b>  <b>*Need a cashbox and float and price/poster list to sell extra t-shirts</b></p>
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### Sanitation

<ul style="list-style-type: none"> <li>- Purchase extra toilet paper for porta-potties.</li> <li>- Check portable toilets for any issues (will be serviced by company during meet)</li> <li>- Tidy area near portable toilets</li> <li>- Hourly check of grounds, tent areas, and go around the timers and officials and collect any garbage</li> <li>- Empty full garbage can and recycling bins at the end of the day (requires 1-2 people during shift)</li> <li>- Final shift responsible for emptying all garbage cans and recycling and returning to the bin area (will require 4-5 people at the end of the meet)</li> <li>- Create schedule for your assigned shifts so your members know who is responsible to do the rounds</li> <li>- Check portable toilets for any issues (will be serviced by company during meet)</li> <li>- Collect any lost and found items at end of day and deliver to announcer's table</li> </ul>	<p><b>SURREY SEA LIONS / CLOVERDALE TRITONS – Friday-Sunday</b></p> <p>**Coordinate shifts amongst each other!</p> <p>**Confirm with facility about garbage and recycling requirements and communicate directly with facility for extra garbage bags etc.</p>
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### Clerk of the Course / Marshalling

<ul style="list-style-type: none"> <li>- As with all meets</li> <li>- Organize schedule for marshalling for the weekend</li> <li>- Run marshalling for the weekend</li> <li>- Will require 5-6 people/ shift</li> </ul>	<p><b>BOUNDARY BAY BLUEBACKS / CBSC</b></p> <p>Fri/Sat/Sun: BOU          Sun: CBSC (TBC)</p>
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- Responsible for swimmers from marshalling check-in until they are turned over to the referee	
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**Runners**

Post results; collect paperwork from office as needed, especially during relay	<b>RICHMOND KIGOOS / CBSC</b>
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**Electronics and Timing**

Setup of pads, cables, laptops	<b>Dave Archibald, WRASA to assist</b>
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**Office and Chief Meet Recorder (CMR)**

<ul style="list-style-type: none"> <li>- Data entry</li> <li>- Posting of results on Meet Mobile</li> <li>- Supervises running of the office</li> <li>- Meet entries and scratches</li> </ul>	<b>RICHMOND KIGOOS / CBSC</b> <b>*needs to work closely with Electronics/Timing team</b> <b>Braunwyn Thompson</b>
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**Tear Down Sunday**

- Return the pool to pre-meet condition	<b>LADNER STINGRAYS</b>
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**Meet Referee**

<ul style="list-style-type: none"> <li>- Final authority on all action taking place within the session; creates officials schedule</li> </ul>	<b>Caroline Roschat (NOD)</b>
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**Meet Manager**

<ul style="list-style-type: none"> <li>- Organizes the details of the meet and the mechanics of running the meet</li> </ul>	<b>Adrian Phillips and Tanja Phillips (CBSC)</b>
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**Announcer**

<ul style="list-style-type: none"> <li>- Liaise with clerk of the course and announce events, results and general information</li> </ul>	<b>LADNER STINGRAYS / BOUNDARY BAY BLUEBACKS</b>
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**Deck Officiating**

- Qualified officials from each club will be assigned shifts to work by the Meet Referee.
- Each club will be assigned lanes for timing and recording for both heats and finals all days.

**Watermania Etiquette**

- There is to be no Chalk allowed to be used on walls, loading bay, or parking lot;
- Please help to keep the tent areas clean by frequent removal of garbage and recyclables;
- Leave room in the parking lot for emergency vehicles; and

- Swimmers cannot use the public pools unless a wristband has been purchased.

## Swimmer Eligibility

### ***All swimmers must:***

- Be a registered Fraser South BCSSA swimmer for the current season to enter the Regional Meet as an “S” or “O” swimmer.
- Have competed in at least one (1) individual event at a BCSSA club hosted meet prior to the Regional Championships.

**Note:** For rule details, see BCSSA Administration Section 4.3 – Regional Championship Meets.

### ***“S” Swimmers MAY:***

- Enter a maximum of 4 individual events and 2 club relays.

### ***“O” Swimmers:***

- All entries **MUST** designate the swimmer as an “O” swimmer.
- “O” swimmers must enter only CAT 1 or 2 or 8 as determined by age.

### ***Division 8:***

- Div O8 includes “S” swimmers age 20+ and “O” swimmers age 17+. There is no upper age restriction. Swimmers must be age appropriate to enter individual events in Div O8.

## Fraser South Regional Guidelines for meet entries

- All swimmers should have demonstrated technical competency in the stroke in the event they are entered to swim. That is, the coach reasonably expects that they can swim the stroke without disqualification. Swimmers should also be expected to obtain a reasonable time in the event that would be expected of a swimmer who can swim the event technically correct.
- No Time (NT) entries are **NOT** permitted. Custom times are permitted if the swimmer does not have results for that event from the current competitive season.

### ***Club Participation:***

- Active participation as team members during the season is encouraged of all swimmers. It is not expected that swimmers will only swim one event in one meet, and then compete in Regionals. The intent of having Div. 8 available is to encourage and to provide an opportunity for coaches, older swimmers, and those who are directly associated with the club to continue participation.

### ***Entries***

- **ENTRY DEADLINE is Monday, July 31, 2023 by 9:00 PM.** No late entries or extensions will be provided.

- All swimmers must be entered using the Hy-Tek Team Manager Version 8 program or Active's Swim Manager to import the Meet Events data file attached to this meet package.
- After entering your swimmers in their events, export the meet entries and email the data file to:
  - **Chief Meet Recorder – Braunwyn Thompson**  
[braunwyn.thompson@gmail.com](mailto:braunwyn.thompson@gmail.com)
  - **Meet Manager Adrian Phillips and Tanja Phillips**  
[FS.officials@bcsummerswimming.com](mailto:FS.officials@bcsummerswimming.com)
- Entries MUST include a name and phone number for a contact person or coach.
- Entry times MUST be listed to enter the meet. This MUST be the swimmers best time this season. Developmental times from a regulation 25M pool in a 50M or longer event, may be used for entry purposes, provided that they have competed in at least one (1) individual event at a BCSSA club hosted meet. **Swimmers attempting to enter with NO TIME (NT) for an event will not be entered in that event.**
- Relay team entries must be made with Hy-Tek “custom time”. All relay (Medley & Freestyle) entries must be submitted with supporting times and documentation from a 2023 BCSSA club hosted meet.
- Clubs are responsible for doing their own verification.
- The Regional Registrar or designate checks swimmer eligibility. This will be done by comparing entries with the rosters already submitted by the club registrar to the Regional Registrar by the July 13<sup>th</sup> deadline.
- Seeding of the meet is done by Hy-Tek Meet Manager based on entry times.
- If for any reason a swimmer is entered in more than the maximum events, they will be officially entered in events in the order of the meet until the maximum is reached. They will not be permitted to swim the other events by scratching early events.
- Events may be combined by the Clerk of the Course for heats only.
- **No late entries, deck entries or changes will be made other than scratches.**
- Exhibition swimmers are permitted only with Regional Director and meet manager’s approval.
- Any coach who will be asking for special consideration for a swimmer for tape, or any other medical accessory that would cause a disqualification please contact the Meet Referee via email with an explanation and physician's note (if available). All situations will be evaluated carefully and ahead of time, so it can be ensured that all swimmers have the opportunity to swim. Understand that there might be last minute issues to consider, but if the coach knows ahead of time, please contact the Meet Referee.
- No online meet entries (OME) from parents are allowed.
- Entry reports must be reviewed and returned by 3pm on August 1, 2023. No changes will made after this date.

**Fees      \$10.00 per individual entry AND \$12.00 per relay**

- Cheques payable to Fraser South Region MUST accompany the club entry form. Any adjustments will be made after the meet. Make requests for adjustments in writing to the Regional Board.

**ENTRY DEADLINE is Monday, July 31, 2023 by 9:00 PM.** No late entries or extensions will be provided. All electronic meet entry data described above must be emailed to:

- **Office/Entries Manager – Braunwyn Thompson**  
[braunwyn.thompson@gmail.com](mailto:braunwyn.thompson@gmail.com)
- **Meet Manager Adrian Phillips and Tanja Phillips**  
[FS.officials@bcsummerswimming.com](mailto:FS.officials@bcsummerswimming.com)

## Regional Card Party

Will take place Wednesday, August 2, 2023, 6:30pm-9:00pm at the North Delta Rec Centre.  
Address: 11415 84 Ave, Delta, BC V4C 2L9. The meeting will take place in one of the Multipurpose Rooms at the entrance to the pool.

**The coach and club executive must bring a printed entry file which is signed off by the head coach and president of their club.**

**Bring documents to support all entries to the card party. If you have a swimmer who for any reason only swam one BCSSA club hosted meet, and particularly if it was out of Fraser South Region, please bring a copy of the meet results to the card party.** Bring copies of club sign up forms to assist in verification. **(We will not allow late entries at the card party** however; we want to make sure that administrative oversights are not responsible for swimmers not being entered. Bring evidence of intent to enter to make the decision easy!!)

A fee report will be sent AFTER the card party showing total fees owed by each club to be paid to the clerk of the course.



# Swim Meet Schedule

## ***Friday Event***

*# 101 – 120: 100 and 200 Individual Medley*

12:30-1:30 PM	Warm-ups - A Coach MUST be present on deck at assigned lanes
12:50 PM	Coaches' meeting in Marshalling area
1:20 PM	Officials Meeting in Marshalling area
1:30-1:50 PM	Team cheers
1:55 PM	National anthem
2:00 PM	Individual event heats
TBA	End of Friday heats
TBA	Warmups for finals
TBA	Individual finals

## ***Saturday events:***

*# 121-140: 50 Free*  
*# 201-220: 50/100 Fly*  
*# 221-240: 50/100 Backstroke*  
*# 141-160: Medley Relay*

## ***Sunday events:***

*# 301-310: 50 Fly (Div 5up)*  
*# 311-330: 50/100 Breast*  
*# 331-350: 100 Free*  
*# 241-260: Free Relay*

6:00 AM	Watermania doors open
6:30 AM	Check deck, starting system, and clerk of course, office set up
6:30-7:30 AM	Warm-ups- A Coach MUST be present on deck at assigned lanes
6:50 AM	Coaches meeting in Marshalling area
7:20 AM	Officials Meeting in Marshalling area
7:30-7:50 AM	Team cheers
7:55 AM	National Anthem
8:00 AM	Individual event heats. Relay heats that are not declared finals.
9:00 AM	Official Relay entry forms due to Clerk of Course
End of SUN Heats	Regional Annual General Meeting (all parents welcome)
TBA	Warmups for Finals
TBA	Individual finals
TBA	Relay finals

**When you attend this event, you enter an area where photography, audio, and video recording may occur.**

**Note:** Club Cheers are encouraged but must be done at the designated times during the meet. **They will be disallowed by the Meet Manager or Meet Referee if they will delay the on- time start of the meet.** Please ensure that they do not delay meet starts or interfere with other activities. Please limit your cheers and be considerate of other clubs and the limited timeframe we have.

## **Scratches**

- Scratches must be on a formal BCSSA Scratch Sheet and known scratches submitted at the Coaches Meeting.
- Scratches during the heats should be reported to the Clerk of the Course as soon as known.
- Scratches to finals may be done without penalty **up to 30 minutes following the posting of the heat results.** The scratch **MUST** be validated in writing by the coach to the Session Referee or the Clerk of the Course.
- Request for scratches after 30 minutes of posting must be made to the Meet Manager, fully documented, signed by the swimmer and the coach.

**NOTE:** Failure to report for finals may render the swimmer or team liable for disqualification from that event PLUS the finals of all other events on that day's program, including relays.

## **Relays**

- Division 1-7 "S" relays are open only to "S" swimmers.
- Division 8 relays are open to "S" and "O" swimmers.
- "S" swimmers may swim on an "O" Cat Relay: Div 1-3 with "O" Cat 1, Div 4-6 with "O" Cat 2 provided there is a minimum of one (1) "O" Cat swimmer on the Relay
- Relays consist of 4 swimmers.
- Relay teams must have at least one swimmer from the division in which they are competing. The balance of the relay may be from lower divisions.
- Names of the 4 swimmers and up to 2 alternates, plus their actual division, **MUST** be listed on the Official Relay Entry Form. Disqualification will occur if a team is improperly entered. **Official Relay Entry Forms MUST be brought to the meet by coaches**, they are not provided at the meet. Forms are available from BCSSA. Please ensure your club has enough.
- **Official Relay Entry forms are due in to Clerk of the Course by 9:00am Saturday and Sunday.**
- Relay **ONLY** swimmers must be listed by name and event (Event 500), on Regional Championship Entry Sheets. Only those swimmers listed on the Official Relay Entry form may swim in the heats or finals of the entered event.
- Clubs entering more than one team in a Division may not switch team members between heats and finals, other than those listed on the relay forms.
- All four swimmers **MUST** be present in marshalling together in order to receive a card.

- Swimmers on relay teams disqualified in heats are not permitted to swim the same event in finals on another relay team, even if they are listed as an alternate on the same team.
- **All relay (Medley & Freestyle) entries must be submitted with supporting times and documentation from a sanctioned 2023 season BCSSA meet. Relay team entries must be made with Hy-Tek “custom time”.**

### ***Heats and Finals***

- Swimmers must report to marshalling on time. **The official call for marshalling is made by the clerk of the course in the marshalling area. The event marshalling announcement over the P.A. system does not constitute an official marshalling call for the event. It is the responsibility of the swimmer and club officials/coaches to ensure that swimmers are present in the marshalling area when the event is marshaled. It is at the discretion of the Meet Referee in consultation with the Clerk of the Course to determine if late marshalling swimmers will be allowed to swim.**
- No individual calls will be made by the announcer.
- Relays with only one heat will be declared finals and swum after individual final events.
- Individual events are swum as heats and finals. Swimmers **MUST** swim the heat to be in the final, even if there is only one heat.

### ***Alternates***

- Swimming as an alternate on a relay is considered one of the 2 permitted relays. Having a name on a card, but not swimming is not considered to be an entered event.
- Alternates for Finals **MUST** report at the same time as the event is called. They must be available immediately should they be needed.
- A maximum of 2 alternates will be eligible per event. If no alternate appears it is swum without a replacement.
- There is only one team designated as alternate for relays.
- Once an alternate is **CALLED** the listed qualifier is disqualified.
- For finals, swimmers will be called a **MINIMUM** of two times as per the BCSSA regulations. After that the alternate will be called.

### **NO MARSHALLING DIVISIONS 5–8, OCAT 2 in Preliminary Heats!**

- Per rule 4.5.2 d), there will be **no check-in, marshalling calls, or marshalling** for Divisions 5 – 8, and O-Cat 2 in preliminary heats. It is the swimmer’s sole responsibility to be behind the blocks in the correct lane when the referee calls his/her race. No exceptions. This includes relays that are run in preliminaries.
- **\*\*\*All divisions will be marshalled for finals.**

## **Rules**

The BCSSA Rules and Regulations as published in the April 2023 rulebook, including any rules passed by the Provincial Board of Directors, which are posted on the BCSSA website,

will apply. All member clubs, competitors, coach, officials or individuals attending the Championships shall abide by the Code of Conduct as stipulated in Section 3 Conduct. Any members or individuals who violate or fail to comply with the BCSSA Code of Conduct, or rules and regulations may be disciplined at the sole discretion of the Regional Director and/or Meet Referee. Disciplined members or individuals may appeal to the BCSSA Provincial Board. The decision rendered by the BCSSA Provincial Board on the matter shall be final.

## Starting System

The ARES Timing System will be used as the approved automatic judging and timing system for the Speed Swimming Championships in accordance with the BCSSA rules as published April 2023, including any rules passed by the Provincial Board of Directors, which are posted on the BCSSA website. Electronic plunger results shall be recorded and reported to 100ths of a second only. If a malfunction or light touch invalidates the touch pad results, the electronic plunger results are considered as the Official times. Swimmers with identical Official Times shall be tied both for places and time in accordance with Swimming Section 4.5.13).

## Jury of Appeal

According to BCSSA Rules, any written protest that is upheld by a Jury of Appeal at a Regional Meet may be appealed to the Provincial Appeals Committee. This must be submitted in writing and accompanied by a \$100.00 deposit. The deposit is refundable if the appeal is successful. It is not refundable if the decision is upheld.

## Awards and Scoring

Awards for:

Tier "A" and "O" Finals

Tier "B" Based on times swum in preliminaries only

*Note that 'A' and 'B' are **not** swum separately. The separation is for awards only. Any swimmer with a time fast enough to qualify for finals is eligible.*

Medals for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

Ribbons for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

Points assigned for 1-8<sup>th</sup> place finals as follows:

1=9 points

2=7 points

3=6 points

4=5 points

5=4 points

6=3 points

7=2 points

8=1 point

**The Fraser South Meet Manager and/or designate reserve the right to review any errors or omissions to this package.**

Preliminary deck officials schedule and timer sign-up sheets for Regionals will be available online the week prior to the regional championships.

## Enquiries:

Adrian Phillips and Tanja Phillips, Regional Meet Manager

E-mail: [FS.officials@bcsummerswimming.com](mailto:FS.officials@bcsummerswimming.com)

## Entries:

Chief Meet Recorder – Braunwyn Thompson

E-mail: [braunwyn.thompson@gmail.com](mailto:braunwyn.thompson@gmail.com)

And copied to Meet Manager Adrian Phillips and Tanja Phillips

E-Mail [FS.officials@bcsummerswimming.com](mailto:FS.officials@bcsummerswimming.com)

And Meet Referee: Caroline Roschat

E-mail: [Officials@ndsunfish.com](mailto:Officials@ndsunfish.com)

## Provincial Meet

Coaches meet at the end of the meet on Sunday (typically about 30 minutes after the last heat) and are expected to know which of their qualifiers will be attending Provincials.

### Individual Events

- The fastest three swimmers in each individual event in Finals qualify for Provincials. Fraser South is permitted to send the top three swimmers in each event regardless of times.
- Additional swimmers achieving a Provincial Qualifying Time (PQT) in “A” or “O” Cat Finals individually also qualify for Provincials.
- **Note:** Please refer to BCSSA Rules for how PQT qualifiers are replaced by alternates. Only the top 3 swimmers may be replaced by alternates. If 5 swimmers achieve PQTs, the additional two swimmers may not be replaced by alternates.

### Relay Events

- A change in the composition of the relays between Regionals and Provincials is permitted, provided swimmers are registered with BCSSA.
- The lead off swimmer of a relay may NOT use their time as a PQT for an individual event.
- The fastest two relay teams in Finals in each event qualify for Provincials. Additional relay teams achieving a PQT in Finals also qualify for Provincials.

### Regional Relay Selection

- “S” swimmers may NOT swim on “O” Regional Medley Relays.
- “O” swimmers may NOT swim on “S” Regional Medley Relays.
- “O” swimmers may swim on a Div. 8 Regional Medley Relay.
- Swimmers competing in a Regional Relay MUST have swum at Regionals.

- A swimmer from a specific Division must not be displaced by a swimmer from a lower Division.
- Regional relay selection will be made by Fraser South coaches. Selection is based on performance at Regionals in finals, where there is no disqualification.

*\*\* Mixed Regional Relays will consist of two swimmers of each gender. There is a Mixed Medley Regional Relay and a mixed Freestyle Regional Relay. A swimmer may only swim on one Regional Relay. The selection criteria will be the same as in previous years to put together the most competitive Regional Relay teams in each division.*

*The first place swimmer in the final at Regionals of each of the strokes may swim that particular leg of the Medley Relay or be placed on the Freestyle Relay to create the fastest possible combinations. For strokes with both a 50m and 100m event, it is the winner of the 50m event that will be selected for the relays. When the same swimmer places first in more than one individual event, the second place swimmer in the final who creates the fastest combination of swimmers may be chosen to swim that leg.*

*Once the relay teams are established and published, the athlete must swim the stroke that they qualified for. If the alternate is required to swim, the Regional Coaches' Representative will set the relay order with concurrence by the Regional Director.*